

# North Buncombe High

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## Meeting Minutes

**Meeting Date:** 03/15/2022 - 3:15pm

**Title:** March SIT Dept Chair Meeting

**Location:**

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### I. Attendance

**Team Members:** Betsy Boggs, Allie Husted, Ashley Maney, Samantha Sircey

**Guests:**

Karen Herrick, Kim Moffatt, Jackie Newman, Rich Deloughary, Lance Robinson, Jeannie Graeme, Betsy Boggs, Lorie McFee, Jimmer Sullivan, Tami Ramsey, Katie Caughill, Greg McFee

### II. Celebrate recent successes

### III. Review and respond to coaching comments

### IV. Approval of last meeting's minutes

### V. Old Business

### VI. Indicators to Assess-Create-Monitor

*Indicators Assessed*

*Objectives Planned For*

*Monitor (updates made)*

### VII. Other Business

**Action Taken:**

Minutes:

Sircey:

Thank you for Junior Focus Day and your participation. Especially thank you to the guidance staff. Prom is May 6th at Deerpark (Biltmore). Mrs. Denton will be starting announcements soon about tickets and guests. We will be needing chaperones.

Graduation will be June 11th at 2 pm in the Harrah's Cherokee Casino Area. It is expensive, but finances are being worked out. Cost went from \$4,000 to \$11,000. Expectation is that staff will be present at graduation.

Wednesday, March 23rd is the last OTWD of the year. If staff have trade time please see Ms. Briggs and Dr. Sircey to help you with that. Two AL days at the end of the year are for accrued AL time.

Unknown how trade days will be used for that. Last teacher work day is June 8th.

Exam Schedule has been sent out. If you get any feedback from your department please let Dr. Sircey or Mr. McElrath aware..

Ms. Caughill-Media Center staff are coming up with a plan to collect devices at the end of the school year. Mention to seniors that their student accounts (email) go away. Google takeout can help them

transfer their work from their school account to a personal account before they graduate. It will be a good idea for them to do this if they have work for their portfolio, website, etc.

Achieving Excellence-May 24th As we get closer to the date we will give more details.

The Auditorium is finished, but the missing logos on the seats. Band has a performance on Thursday night as the first event. Delayed due to flooring issues.

School play-March 31 and April 1, 2, 3 (Anastasia)

North Windy/Middle School play-weekend of Prom (The Lion King)

No direction given at this time on attendance. No ASLs at this time. We are still following truancy for students under 16 years old.

Supervision is the most important thing we do in this building. I know by the end of the year it feels comfortable. Remember they are still kids. Make sure you work out a supervision plan if you need to step away from your room. Make sure you heighten awareness if you are going on field trips. Our presence is most important—making sure they walk to the lunchroom, etc. Help them find the parameters. With Vapes, drugs are so available and easy to hide. Let Administration know if you see areas that need better supervision. If students are skipping Hawkquest, write them up.

Tardies—The office took a step back from writing up tardies, but the Administration will be trying to bring that back.

Drop out number will likely be high this year.

We have several spots for teachers/staff to fill. The MC staff are going to run elections this year. Open positions—Leadership Teacher, Male Soccer Coach, Volleyball Coach, Assistant Football Coach, and possibly more in the future.

Staffing for next year is unknown at this time. Dr. Sircey will come and speak with you individually if your department is going to be impacted. She is hoping that after Spring Break more information will be available. ADM—Number of Students in the building. Determines the number of staff in departments. CTE/EC positions are determined by a different pool of money. This may mean the number of students in each class will go up next year.

Lunch Schedule—Dr. Sircey sent out previous email with times. We started the year with the wrong schedule, but will be starting next year with the previous bell schedule. New lunch schedule adds five minutes to each lunch. Food service staff is currently down to only 4 staff members. At least one deep clean needs to take place during the four lunches. Please make sure that students are not allowed to leave your classroom until their lunch bell rings.

Dr. Sircey is on the county capital committee. Schools can request capital money for projects at their school. Dr. Sircey will be out at committee meetings for a couple of days over the next couple of weeks. We should be funded for a covered walk in the front of our building. Review the lunch schedules sent to you, share to your department, and we will begin on Monday (3/21/2022).

## **VIII. Next Meeting**

Date: 04/19/2022

Time: 3:00pm

Title: April Dept. Chair SIT Meeting

Location:

**IX. Adjourn**

4:20pm

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